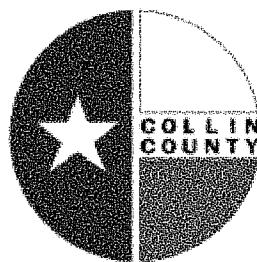


## **Solicitation 2013-154**

# **SERVICES, IT, PEOPLESOFT PRODUCTION SUPPORT AND STAFF AUGMENTATION**

**Bid designation: Public**




**Collin County**

## Bid 2013-154

### SERVICES, IT, PEOPLESFT PRODUCTION SUPPORT AND STAFF AUGMENTATION

Bid Number	<b>2013-154</b>
Bid Title	<b>SERVICES, IT, PEOPLESFT PRODUCTION SUPPORT AND STAFF AUGMENTATION</b>
Bid Start Date	<b>In Held</b>
Bid End Date	<b>May 2, 2013 2:00:00 PM CDT</b>
Question & Answer End Date	<b>Apr 26, 2013 5:00:00 PM CDT</b>
Bid Contact	<b>Courtney Wilkerson</b> <b>Contract Administrator</b> <b>Purchasing</b> <b>972-548-4113</b> <b>cwilkerson@co.collin.tx.us</b>
Contract Duration	<b>4 months</b>
Contract Renewal	<b>2 annual renewals</b>
Prices Good for	<b>Not Applicable</b>
Standard Disclaimer	<p><b>***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***</b></p> <p><b>Mailing Address:</b>  <b>Collin County Purchasing</b>  <b>2300 Bloomdale Rd., Ste 3160</b>  <b>McKinney, TX 75071</b></p> <p><b>Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.</b></p> <p><b>All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.</b></p>
Bid Comments	<p><b>The county is seeking a services provider to propose an hourly blended rate to support, maintain and update the PeopleSoft system in addition to other duties and task assignments.</b></p>

#### Item Response Form


Item	<b>2013-154--01-01 - State your hourly blended rate per section 6.4.</b>
Quantity	<b>1 hour</b>
Unit Price	
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd.

Ste. 3160  
McKinney TX 75071  
**Qty 1**

**Description**

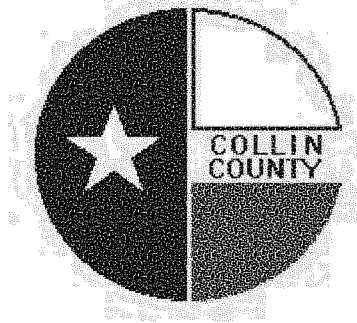
State your hourly blended rate per section 6.4.

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Item	<b>2013-154--01-02 - State hourly rate for after hours production support per section 6.4.2.</b>
Quantity	<b>1 hour</b>
Unit Price	
Delivery Location	<b>Collin County</b> <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 <b>Qty 1</b>

**Description**

State hourly rate for after hours production support per section 6.4.2.



## **COLLIN COUNTY, TEXAS TERMS AND CONDITIONS**

### **1.0 GENERAL INSTRUCTIONS**

#### **1.0.1 Definitions**

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at [www.bidsync.com](http://www.bidsync.com), telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.17.1 Collin County Purchase Order Number;

2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.19 All warranties shall be stated as required in the Uniform Commercial Code.

2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.



2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

**2.33 Delays and Extensions of Time when applicable:**

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

**3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$1,000,000 per-occurrence and \$2,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$1,000,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$2,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0	EVALUATION CRITERIA AND FACTORS
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4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

4.1.1 Detailed Proposal Assessment

4.1.1.1. Qualification of the Firm - 25%

4.1.1.1.2 References/Past Experiences

4.1.1.1.3 Provide Current Client Experience

4.1.1.4 Knowledge & Experience (See Section 6.2) - 35%

4.1.1.1.5 Technical Certifications

4.1.1.6 Pricing/Fees— 40%

4.1.2 Best and Final Offers – The County may request best and final offers from a selected short list of responses.

5.0	SPECIAL CONDITIONS AND SCOPE OF SERVICES
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5.1 Authorization: Proposals will be received for Services: IT, Services for PeopleSoft Production Support and Staff Augmentation.

5.2. Intent of Request for Proposal: Collin County's intent of this Request For Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal to include services to augment production support and enhancement efforts of the County PeopleSoft implementation.

5.3 Term: Provide for a term contract commencing on the date of the award through September 30, 2013 with the option of two (2) annual renewals.

5.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.

5.5 Price Reduction: If during the life of the contract, the vendor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.

5.6 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the County's designated location in accordance with each project, agreed to by each party within the scope of work.

5.7 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.

- 5.8 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.

5.9 PROJECT OVERVIEW:

Collin County, Texas (hereafter referred to as the “County”) seeks technology services to augment production support and enhancement efforts of the existing County PeopleSoft implementation. Respondents must have a proven history of successfully implementing and supporting similar services and functionality for other counties, municipalities, and governmental entities. The scope for this effort, identified in greater detail later in this document, includes, in part, production support assistance, bundle release and tax update implementation assistance, IT administration support, security maintenance and modification development assistance along with functional services and assistance, implementation and upgrade support as needed.

Collin County, Texas occupies approximately 886 square miles just northeast of Dallas, Texas. Collin County is one of the fastest growing counties in the nation and currently has a population in excess of 800,000 citizens. The county initially implemented PeopleSoft HCM 8.9 in January 2007 and upgraded the system to version 9.0 in 2009. PeopleSoft provides human resource management and payroll functions within the county. In addition to the basic functions, the county also utilizes the PeopleSoft Portal, Enterprise Learning System, HR HelpDesk (CRM) and Candidate Gateway (e-recruiting).

The county employs approximately 1700 full-time employees and maintains a pool of part-time temporary workers. Basic HR and payroll processing support is provided to the County Elections department to support a variable sized pool of temporary elections workers.

Currently, support of HR and payroll functions is provided by an 18 person Human Resources team and approximately two primary IT personnel with an additional IT support structure (infrastructure, DBA, application services, etc.)

5.10 SCOPE OF WORK:

The County currently has two staff members with job responsibilities to support, maintain and update the PeopleSoft system in addition to other duties and task assignments. Staff augmentation is being considered for the existing production support workload in addition to assistance with modification requests and module upgrade support. The county is seeking a services provider to propose an hourly blended rate which will be used to fund a services pool managed by the Collin County IT department. Pricing proposals should include quantity discounts based on the number of service hours purchased by the county under this agreement (refer to section 6.4.1 Table 1: Hour Quantity Discount).

### 5.10. 1 Project Scope

The County seeks the following services to be provided on an “as needed” basis utilizing a common time bank:

- Implementation Support
- Upgrade assistance and support
- Complex application support assistance
- Routine production support (including but not limited to)
  - Routine production support will be funded through the common time bank
  - After hours production support will be billed separately from the common time bank at a fixed hourly rate to be specified as a line item rate in the response to this request
- IT administration support
  - User security role definition support
  - User role administration support
  - Time & Labor support
  - Time collection and reporting support
  - Payroll Processing Support
- Tax updates and bundle installation assistance and support
- Development assistance for modification requests
- Access to functional resources, if needed

Support and enhancements will cover the following PeopleSoft modules and supporting systems:

- PeopleSoft Human Capital Management
  - Position Management
  - Payroll for North America
  - Base Benefits
  - Ben Admin
  - FMLA
  - eLearning
  - eBenefits
  - eComp
  - eDevelopment
  - ePay
  - Performance Management
  - Time and Labor
  - GL Interface
  - TCD Interface
  - Employee Relations
  - Risk Management – Health and Safety
  - Talent Acquisition Manager
  - Candidate Gateway
  - Workflow
- PeopleSoft Customer Relationship Management (CRM)

- HR Help Desk
- PeopleSoft Enterprise Portal
- Secureadyne access control based time collection system
- Enterprise Learning Management (ELM)

Planned implementation projects identified at this point include but are not limited to the following:

- Quarterly tax updates
- Quarterly bundle updates
- HCM upgrade
  - Will require most current version of PeopleTools to be installed in a new environment
- Enterprise Learning Management (ELM)

The services provider will be required to provide a project manager to serve as the focal point for ongoing project needs and status reporting. The project manager role may be filled by a technical resource who will also provide production support and development effort in support of this work effort. The project manager will provide general oversight for the services team and will assist with the planning processes.

## 5.11 PROJECT TIMELINE

### 5.11.1 Kickoff Meeting

A kickoff meeting will be conducted at County facilities to discuss and clarify expectations and timing for the activities covered under this statement of work. The kickoff meeting will be attended by relevant stakeholders from the county HR and IT departments and will be used as the basis for collecting the information necessary for the next phase. The kickoff meeting should also include the service provider management personnel who will oversee the staff augmentation work requested by this proposal as well as technical and functional staff.

During the kickoff meeting County PeopleSoft support personnel will be able to provide details about the development process, naming standards and other conventions used at Collin County. RFP respondents are advised that the Collin County development team utilizes Agile Development and Scrum processes to manage development tasks and projects. Discussions about Collin County development processes will be conducted from an Agile/Scrum methodology.

The outcome of the kickoff meeting will be an understanding, among the services provider and the county IT and HR departments, of the services to be transitioned to the services provider. The transitioned services will be further defined during the planning and discovery sessions. The designated points of contact and any contact methods will be identified and published as a team roster.



### 5.11.2 Planning and Discovery

Following the kickoff meeting, a planning and discovery session will be conducted between the IT personnel and services provider to transition routine production support processes to the services provider. The discovery session will also be used to provide a basis of understanding for current modification requests which may be transitioned to the services provider as well.

The service provider's project manager will establish a project schedule showing anticipated start and end dates of the modification and enhancement tasks assigned to the services provider. Work required for production support tasks may cause periodic adjustments to the development schedule.

The outcome of the session will be the modification schedule and a documented agreement which identifies the severity levels for various PeopleSoft services provided at the county along with the contact points and escalation process for the production support tasks. This session will also identify the means and methods by which the work performed under this agreement will be tracked and reported. The status reports will be submitted by the services provider's project manager and will be used for performance monitoring and support of any invoice audits. A mutually agreeable date will be set for the transition of routine production support.

### 5.11.3 Production Support Services

The production support services to be provided by this agreement will be based upon the existing production level PeopleSoft system deployed at Collin County. The application troubleshooting and error resolution will support the PeopleSoft functions as modified by the Collin County team. Error replication and "break fix" testing may be conducted in an existing "Sandbox" environment. Please refer to the technical diagram section, which provides a daily replica of the production system. Variances in the "Sandbox" environment may be compared to a "Demo" system maintained to confirm if errors can be replicated in a "vanilla" PeopleSoft environment.

Production support services will be provided primarily during normal business hours, Monday through Friday from 8:00AM to 5:00PM (Central time), based on the Collin County holiday calendar. Routine production support will be funded through the common time bank but after hours production support will be billed separately from the common time bank at a fixed hourly rate. Payroll processing is considered a critical process for Collin County. Payroll processing is conducted every two weeks beginning mid-morning on Monday and ending mid-afternoon on Wednesday. With advance notice, the service provider should be prepared to respond to support calls from the HR department during weekend hours. This support would most likely be requested for support of end of year processes (i.e. W2 processing) or open enrollment processes.

The following response times will be followed by the personnel identified as part of the priority contact list when responding to support requests:

<b>Issue Severity and Description</b>	<b>Response Time</b>	<b>Resolution Time</b>
Critical: Any issue resulting in systems being down, impairing the ability of all users to access systems or impairing the ability to complete payroll or critical activities on a timely basis	15 minutes	Until Resolution Implementation
High. Example: time-critical processing is prevented and/or a group of users are unable to function	15 minutes	8 Hours
Medium. Example: the problem affects processing which is not time-critical and a workaround is not available; or the problem affects processing which is critical but a workaround is available.	15 minutes	16 Hours
Low. Example: The problem is non-critical and workaround is available or reasonably scheduled in the future.	15 minutes	24 Hours

#### 5.11.4 Modification Development, Testing and Implementation

The service provider will develop the PeopleSoft modifications per schedule and in accordance with the development standards used within Collin County. Detailed specifications and business requirements will be gathered by the service provider from the assigned points of contact within the county HR department. The service provider will be responsible for leading the development and testing process. Once successfully tested by the assigned HR resource, the IT department will migrate completed modifications to the production environment in accordance with county standards. Note: production migrations require a two (2) week change control notice *and must be scheduled such that the change will not impact the county's payroll processing.*

Detailed development documentation for each enhancement must be provided to the county as a distinct deliverable. Failure to submit the required documentation will result in the modification not being migrated to the production environment.

## 5.12 TECHNICAL INFRASTRUCTURE

### 5.12.1 Background

The PeopleSoft application server environment established in 2006 provided a matching set of physical servers running production and development instances of the PeopleSoft HRMS application and Oracle RDBMS. The servers were repurposed from other projects and were provided for the project at no additional cost. In 2008 two IBM blade servers were purchased to support a PeopleSoft

migration from standalone physical servers to a VMWare environment running on the county enterprise Microsoft SQL Server database. One blade server was intended to support the production system while the other server supported the development environment. The servers would also provide failover capacity to one another, with a manual re-load of the VDX file, should one blade server fail.

The PeopleSoft HRMS application is currently consuming 2 CPUs and 8GB RAM in production and 1 CPUs and 7GB RAM in development.

#### 5.12.2 Current Direction

To meet requests from the HR department additional server resources have been allocated to the project. In addition to the primary production and development systems another three virtual machine systems have been created which consume a total of 11 CPUs and 39GB RAM, currently over subscribing the servers originally allocated to the PeopleSoft environment. In addition to an increase in the amount of server resources there is also an increase in the level of internal system integration requiring close and continual monitoring of system message queues to ensure data synchronization between the various PeopleSoft applications. Should the data not replicate correctly between the application modules or should the message queues fail then it is possible that the operation of one or more systems in the integrated environment will be compromised and could render certain applications unusable.

The following embedded Visio diagram, Figure 1 (refer to attachment a): Current PeopleSoft Architecture provides a high level overview of the current PeopleSoft technical architecture. Figure 2: (refer to attachment b) Proposed PeopleSoft Architecture, depicts planned changes to the DMZ environment to implement a web server to manage all in-bound JOLT traffic in accordance with an Oracle Redpaper published in July 2010.

Under the scenario shown in Figure 3 (refer to attachment c) the total capacity needed to support the HR applications will increase to 17 CPUs and 63GB RAM. The total capacity will eventually decrease to 14 CPUs and 48GB RAM after the PeopleSoft 9.1 upgrade is completed and two existing VM environments are shutdown.

<b>6.0</b>	<b>PROPOSAL FORMAT</b>
------------	------------------------

6.1 The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8 1/2"x 11") paper and if submitting manually, assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.

#### 6.1.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

- 6.1.1.1 A descriptive background of your company's history.
- 6.1.1.2 State your principal business location and any other service locations.
- 6.1.1.3 What is your primary line of business?
- 6.1.1.4 How long have you been selling product(s) and/or providing service(s)?
- 6.1.1.5 State how many and the locations where your product/services are in use.

## 6.2 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

- 6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel that will be assigned to this project. This will include any technical certifications required to complete the project. Reference section 5.10 for the PeopleSoft modules that the county is seeking support and enhancements for.
- 6.2.2 Offeror is requested to provide Project organization chart showing both the County and Offeror staff.

## 6.3 REFERENCES

- 6.3.1 Offeror is requested to include at least three (3) references with names, addresses, email addresses, and telephone numbers.

## 6.4 PRICING/FEES

- 6.4.1 Provide an explanation of the total cost of the service(s) showing a breakdown by item. Be sure to include all items necessary to render project complete and operational. Price should be a Not to Exceed Cost.

<b>Number of Service Hours Purchased</b>	<b>Consulting Blended Hourly Rate</b>
Up to X hours	\$A per hour
More than X hours up to Y hours	\$B per hour
More than Y hours up to Z hours	\$C per hour
Greater than Z hours	\$D per hour

Table 1: Hour Quantity Discount

- 6.4.2 After hours production support will be billed separately from the common time bank at a fixed hourly rate to be specified as a line item rate in the response to this request.
- 6.4.3 Any additional fees need to be included in the hourly blended rate. Collin County will not pay any additional fees or expenses outside of the hourly blended rate.

## SIGNATURE FORM COLLIN COUNTY, TEXAS

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

☐ WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

☐ WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

### COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas?      ☐ Yes      ☐ No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage:

☐

Yes

☐

No

if "yes", what is that dollar increment or percentage?

**Company Profile: IS YOUR FIRM?**

Sole Proprietorship

☐

Yes

☐

No

General Partnership

☐

Yes

☐

No

Limited Partnership

☐

Yes

☐

No

Corporation

☐

Yes

☐

No

Other

☐

Yes

☐

No

List Legal Names in Company:

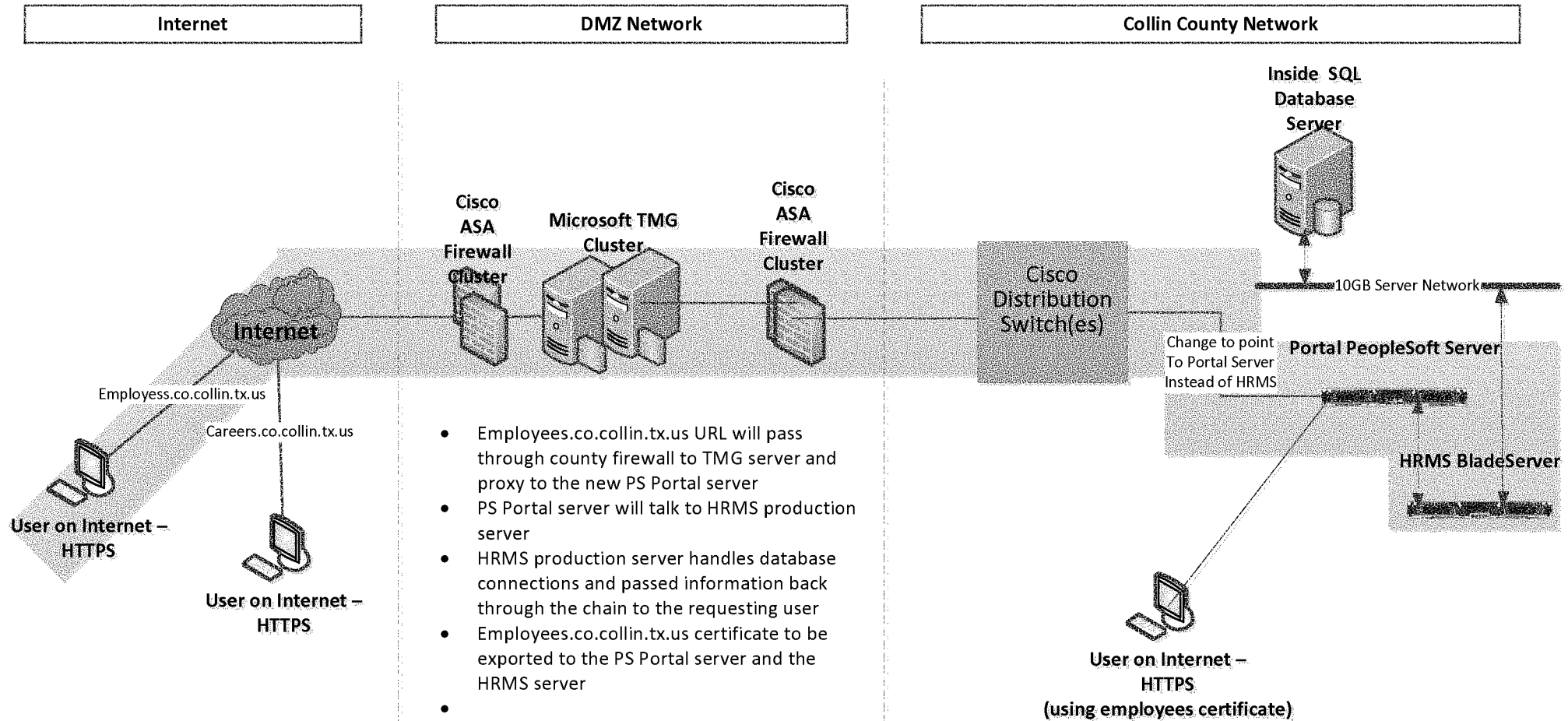
**List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.**

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? ☐ Yes ☐ No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	
Street Address of Principal Place of Business	
City, State, Zip	
Phone of Principal Place of Business	
Fax of Principal Place of Business	
E-mail Address of Representative	
Federal Identification Number	
Date	
Acknowledgement of Addenda	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/>
Authorized Representative Name	
Authorized Representative Title	
Signature (Required for paper bid submission)	



**Layer View: PSCurrentArch**



Collin County  
Information  
Technology

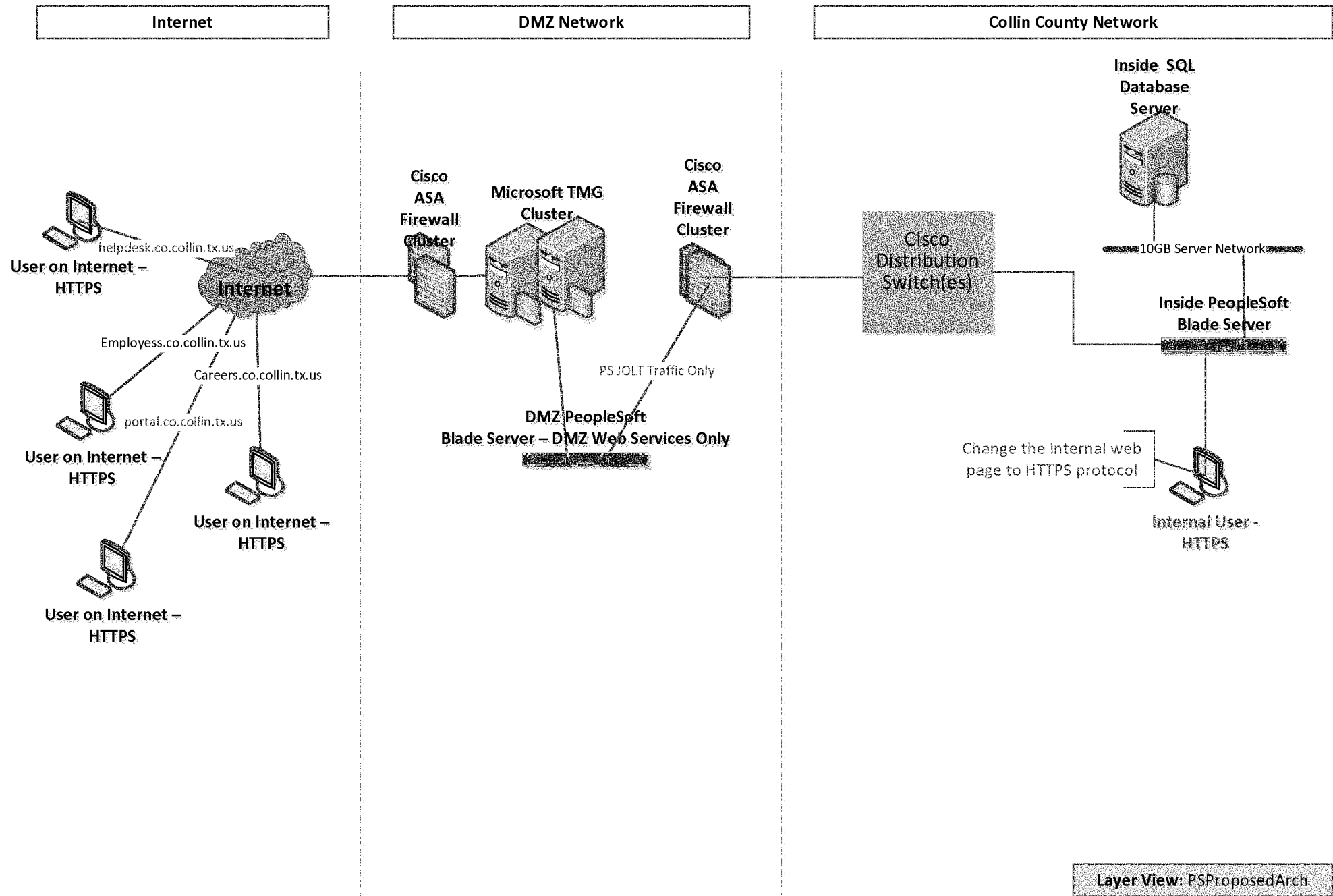
Title:  
PeopleSoft Logical Application Diagram

Project:  
EAS Review – PeopleSoft Architecture Review

Author:  
Greg Elliott  
August 7, 2012

Notes: This sheet contains two pages, PSCurrentArch and PSProposedArch,





Collin County  
Information  
Technology

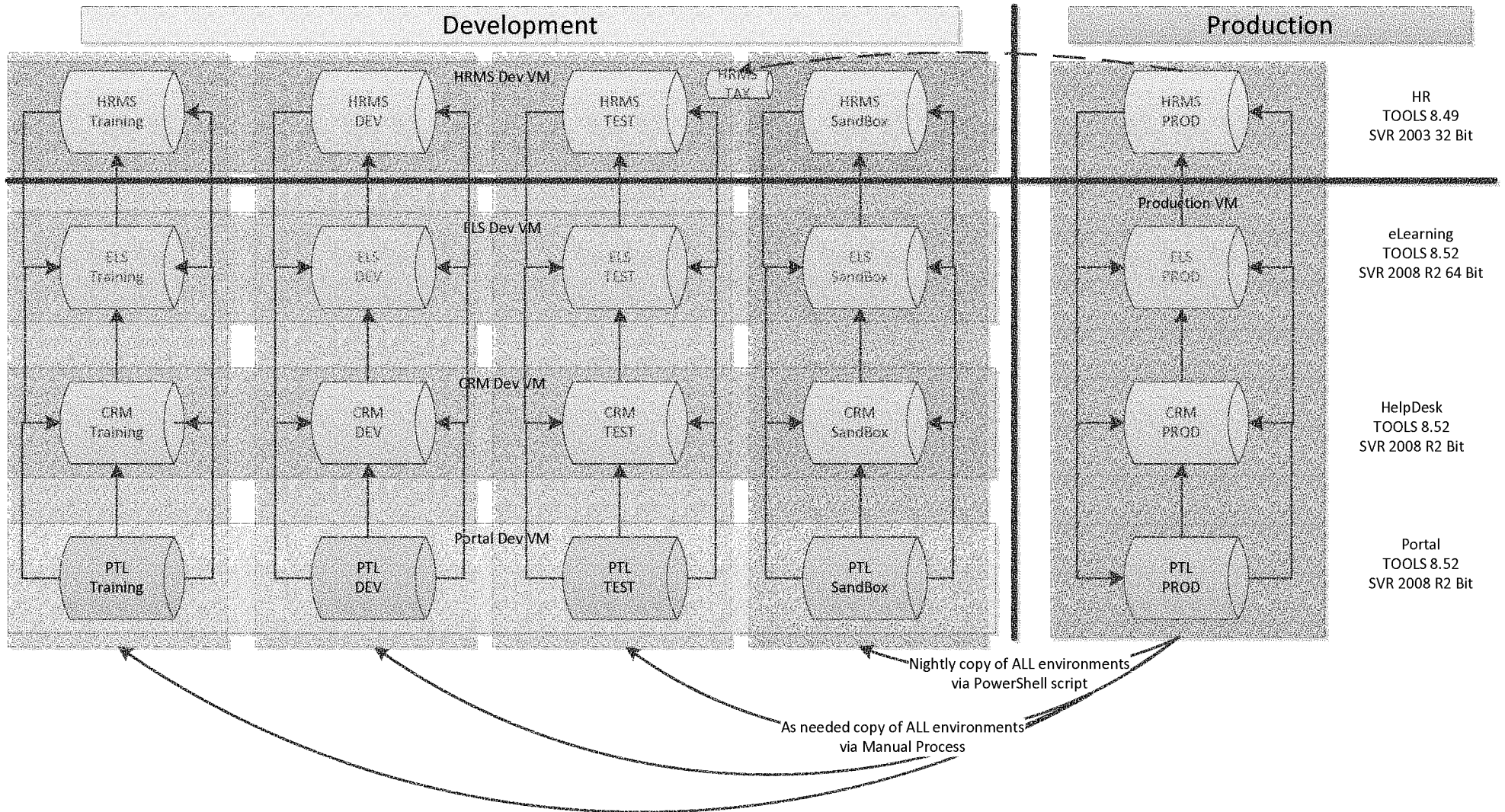
Title:  
PeopleSoft Logical Application Diagram

Project:  
EAS Review – PeopleSoft Architecture Review

Author:  
Greg Elliott  
August 7, 2012

Notes: This sheet contains two pages, PSCurrentArch and PSProposedArch,

## PeopleSoft Environment - Future



## AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company

Title of Officer

Name of Officer

Date:

**For vendor or other person doing business with local governmental entity**

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

Date Received

4	Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.
---	--

**For vendor or other person doing business with local governmental entity**

Date \_\_\_\_\_

p. 29

Form **W-9**  
(Rev. January 2011)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax

classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) \_\_\_\_\_

☐ Exempt payee

☐ Other (see instructions)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

			-			-			
--	--	--	---	--	--	---	--	--	--

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Employer identification number**

			-						
--	--	--	---	--	--	--	--	--	--

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign  
Here**

Signature of  
U.S. person

Date

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

**HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?**

McKinney Courier-Gazette?	<input type="radio"/>	Yes	<input type="radio"/>	No
Plan Room?	<input type="radio"/>	Yes	<input type="radio"/>	No
Collin County Web-Site?	<input type="radio"/>	Yes	<input type="radio"/>	No
Facsimile or email from BidSync?	<input type="radio"/>	Yes	<input type="radio"/>	No
Other	<input type="text"/>			

**HOW DID YOU RECEIVE THE BID DOCUMENTS?**

Downloaded from Home Computer?	<input type="radio"/>	Yes	<input type="radio"/>	No
Downloaded from Company Computer?	<input type="radio"/>	Yes	<input type="radio"/>	No
Requested a Copy from Collin County?	<input type="radio"/>	Yes	<input type="radio"/>	No
Other	<input type="text"/>			

Thank You,

Collin County Purchasing Department

## **Question and Answers for Bid #2013-154 - SERVICES, IT, PEOPLESOFT PRODUCTION SUPPORT AND STAFF AUGMENTATION**

### **OVERALL BID QUESTIONS**

**There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.**